

Attachment 1

Statement of Work

**Janitorial Service Contract
at the
Birmingham Air Traffic Control Tower (ATCT)
Birmingham, Alabama**

**FEDERAL AVIATION ADMINISTRATION
SPECIFICATIONS AND REQUIREMENTS
FOR JANITORIAL SERVICES
AIR TRAFFIC CONTROL TOWER (ATCT) AND BASE BUILDING
BIRMINGHAM, ALABAMA**

1. **SCOPE:** The intent of these specifications is to outline the minimum requirements for janitorial services to be performed at the Birmingham Air Traffic Control Tower and Base Building (approximately 15,000 square feet).

2. **GENERAL INFORMATION:** The building in which the work of this contract is to be performed is occupied by Government officials and employees and is visited daily by many persons who are required to conduct business with the Government. For the protection of the building and its equipment, and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence of such practices as dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor who will be required to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such request will result either in the corrective work being done by the Government employees and the cost charged to the Contractor, or in the termination of the contract, or both as provided elsewhere herein.

3. **STANDARD OF SERVICES:** The standard of cleanliness to be maintained will be at the discretion of the Airway Facilities System Support Center (SSC) Manager or his/her designated representative. The contractor will be required to attend a conference prior to the start of this contract with the Contracting Officer's Representative (COR) for the purpose of resolving the work schedule, the equipment supply lists, and any other part of this contract. The Contractor shall contact the Airway Facilities SSC Manager or his/her designated representative to determine the name of the individual who will represent the Government and arrange for the time of the pre-contract conference.

4. **GOVERNMENT FURNISHED PROPERTY:** Electrical power will be furnished by the Government from existing power outlets (wall outlets only) for the Contractor to operate such equipment as is necessary in the performance of his work. The Government will also make available to the Contractor the use of hot and cold water in the amount necessary to accomplish the work, and a central vacuum system is installed in the ATCT Tower Cab and TRACON Room.

5. **CONTRACTOR FURNISHED PROPERTY:** The Contractor will be required to supply dish washing liquid, scouring pads, hand soap, paper towels, toilet tissue, commode seat covers and deodorizers in the quantities required. The Contractor will also be required to furnish all mechanical and electrical

apparatuses (buffers, vacuum, etc.), brooms, mops, pails, carts, hand tools, cleaning and dusting materials, plastic bags, waxes, solvents, detergents, scouring powder, rags, steel wool, ash receptacle sand and disinfectants, etc. Note the vacuum cleaner must be an industrial type with low noise output. The Contractor shall submit a complete list of all such items he intends to use prior to the start of this contract for the approval of the Contracting Officer's Representative. Material Safety Data Sheets (MSDS) shall, where applicable, be provided to the COR for any supplies/materials brought into the facility. These sheets are provided by the supplier and should be available at time of purchase. The Contractor shall comply with the FAA's HAZARD Communication Program. The Contractor shall also properly identify all equipment and maintain this equipment in proper working order.

6. SUPERVISION: The Contractor is responsible to see that all scheduled work is accomplished either by being present or by periodic visits and inspections of the areas covered by the contract. As a minimum, the Contractor is required to be present monthly for a walk-thru inspection of the facility. The date and time of this inspection shall be mutually determined by the COR and the Contractor. If in the opinion of the Contracting Officer's Representative, the supervision furnished by the Contractor is not satisfactory, the Contractor shall be so notified in writing and will be placed on two week's notice to correct the supervisory deficiency. The Contractor is required to provide the COR a 24 hour telephone number so that the contractor can be reached in an emergency or in the event daily tasks are not performed on schedule. Answering machines are not acceptable.

7. WORK SCHEDULE: It may become necessary on occasion that the Contractor or his representative will be instructed to cease operation. Recognition shall be taken of the "stop work" order and the Contractor shall not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

8. SECURITY: The security of the building will be maintained by the contractor at all times. Work by the contractor will be performed during normal duty hours. The Contractor will enter and depart the building after finishing work through the front entrance. No exterior doors will be opened by the Contractor.

9. SCHEDULE OF WORK:

This schedule of work is not inclusive of all required services. The Contractor is expected to perform such cleaning tasks as maybe necessary to maintain a clean professional appearance of the facility. The following schedule of work is the expected minimum and sets the frequency for those tasks.

- a. **DAILY WORK:** Perform the following work for all areas Monday through Friday, excluding holidays (five times per week).

- (1) Floor or urn type ash receptacles shall be screened to remove butts, etc.
- (2) Mop lavatory floors with cleaner-disinfectant solution. Clean gum and other stains from floor and drain grids.
- (3) Check and add soap to liquid soap dispensers in all restrooms.
- (4) Clean mirrors in the restrooms.
- (5) Sweep ALL tile floors using a clean dust mop. Remove any spills or unsightly spots that may be present with a damp mop. Use a broom to sweep under tables, desks, workbenches and other areas not accessible to a dust mop.
- (6) Empty all trashcans, replacing the liners. Feather dust bookcases and other office furniture and wipe clean office desks.
- (7) Sweep stairs from upper elevator landing to Tower Cab.
- (8) Pick up paper, cigarette butts, and other debris on lawn, sidewalk and parking lot and around the building within 15 feet of entrances and sidewalks.
- (9) Vacuum carpeted Airway Facilities and Air Traffic administrative offices/areas.
- (10) Clean drinking fountains.
- (11) Damp mop tile floors in break room, smoking room, elevator, elevator lobbies, and ready room.

a. **DAILY WORK:** Perform the following work for all areas Monday through Sunday, excluding holidays (seven times per week).

- (1) Clean and wipe all break room and patio tables, discarding all day old newspapers, magazines and trash left on tables.
- (2) Wash and clean all wash bowls, urinals, toilet bowls, and bowl seats using a cleaner-disinfectant solution. Wipe counter tops with a damp cloth. Empty waste receptacles in restrooms and replace the liners.

- (3) Replenish towels in kitchen area and towels and toilet tissue in restrooms.
- (4) Vacuum carpet in Tower Cab and TRACON Room.
- (5) Dust Tower Cab consoles.
- (6) Clean microwave ovens. Clean area under and around the coffee maker(s).
- (7) Wipe break room counter tops with damp cloth.

b. **WEEKLY WORK:** The following work shall be performed each Monday: (excluding holidays when tasks shall be performed on the following Tuesday).

- (1) Damp wipe plastic and vinyl upholstered furniture and dust support legs and/or bases with a suitable cleaner.
- (2) Spot wash walls/partitions around commodes and urinal in restrooms with a suitable cleaner.
- (3) Spot clean carpeting whenever needed in Tower Cab, TRACON Room, and all offices.
- (4) Replace urinal and commodes cakes if necessary.
- (5) Spray all carpet areas with anti-static solution during the months of November through February.
- (6) Sweep outside sidewalks, patio floor, and landing around front and rear doors and remove trash resulting from sweeping.
- (7) Wash down shower stall walls with approved disinfectant, same as used to clean the restrooms.

c. **BI-WEEKLY WORK:** The following work shall be performed every first and third Monday of each month:

- (1) Clean the windowsills in the tower cab with a damp cloth.

d. **MONTHLY WORK:** The following work shall be performed during the first week of each month:

- (1) Dust louvers, grills, vents, sills, etc., using vacuum cleaning attachments.
- (2) Replace can of air freshener if required. Batteries will be furnished by the Government and will be replaced upon request.
- (3) Sweep clean all steps and floor landing areas from top to bottom using sufficient quantities of a wax base sweeping compound so as to remove all dust and dirt.
- (4) Replace sand in all urn style ash receptacles with clean sand.
- (5) Sweep clean and mop floors in the Engine Generator room.
- (6) Clean and polish elevator doors, elevator panels and bright metal trim with a bright metal polish.
- (7) Damp mop, spray a solution of diluted wax on tile, and machine buff all tile floors (including the elevator floor) making sure this process removes all scuff marks and stains. A high gloss finish should be visible at all times. Do not let wax get on baseboards.

e. **QUARTERLY WORK:** The following work shall be performed the second week of September, December, March, and June:

- (1) Dust and wash all walls and partitions in restrooms with cleaner/disinfectant and wipe dry.
- (2) Dust and spot wash all walls in hallways, landings, and stairway (including handrails) leading to Tower Cab. Dust and spot wash all marks and fingerprints from all walls, leaving a neat and clean appearance.
- (3) Remove, wash, and replace plastic air returns in all offices, conference rooms, ready room, break room and smoking room.
- (4) Wash wastebaskets in a solution of water, detergent odor counteractant and disinfectant. Rinse and dry.

- (5) Thoroughly strip all tile floors and base boards, including elevator, then seal and re-wax with an approved wax. Do not get wax on baseboards. Machine buff all tile floors. Strip bathroom floors and cleans tile grout.

f. **SEMI-ANNUAL WORK:** The following work shall be performed during the third week of October and March:

- (1) Shampoo all carpets using method set forth in paragraph 11b.
- (2) Vacuum all vinyl and upholstered furniture in all offices, break room and ladies restrooms using attachments to clean behind and between cushions and openings. Clean all stains and spots from fabric using suitable upholstery cleaner.
- (3) Mop all concrete floors and steps using an industrial strength cleaner.
- (4) Clean curtains and blinds.

g. **ANNUAL WORK:** The following work will be performed the first two weeks in March:

- (1) Wash clean all walls and partitions in corridors, landings, upper stairway, offices, restrooms, and elevator.
- (2) Clean all light fixtures and clean cob webs or dusts motes from all ceiling areas.
- (3) Thoroughly strip all floors in the Engine Generator room then seal and re-wax with approved wax. Machine buff all tile floors.

10. **WORK REQUIREMENTS:** The COR will meet with the Contractor and establish suitable times for required and specified cleaning tasks. Major tasks such as floor stripping and waxing must be performed at night.

NOTE: The Contractor shall inform himself/herself of the difficulties that will be present upon the cleaning of security areas in the building covered by this contract and include in his/her bid all costs in connection herewith. This topic will be discussed during the walk-thru of the facility. The control room, electronic

equipment room, and tower cab are designated security areas. The work performed in these areas is directed toward control and separation of air traffic in the area. The importance of this operation cannot be over stressed. Interference of any kind by the Contractor, his/her employees or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could result in the loss of a human life. The Contractor will NOT clean electronic devices and, under no circumstances, use fluids of any nature closely thereto, without the approval of the Manager, Airway Facilities System Support Center, Birmingham, Alabama.

a. GENERAL REQUIREMENTS:

- (1) Clean all waste containers by washing or damp wiping inside and out at such a rate that all will be taken care of once each 30 days or more often if objectionable odor is present.
- (2) Contractor shall furnish plastic bags to accommodate all waste paper, bottles, cups, lunch/ready room garbage, etc. Containers shall be covered and placed in the location provided by the FAA. This waste shall be removed from the premises according to the collection schedule. All waste containers used in the building will be lined with plastic bags and replaced daily. All trash placed in the dumpster will be in plastic bags and tied. All cardboard boxes will be broken down and flattened before placing in trash containers.
- (3) The Contractor shall collect and remove from the building all packing material and empty shipping containers as directed by the COR.
- (4) The Contractor shall provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.
- (5) The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the building and to parking in authorized spaces provided.
- (6) The Contractor will be responsible for seeing that his/her employees do not displace papers on desks, open desk drawers or cabinets, or use telephones provided for official Government use. Papers moved to permit dusting shall be returned to their approximate original placement. No personnel other than those actually performing or supervising the work to be done shall be allowed on the premises.

- (7) Storage space, janitor's closets, and locker rooms:
- (a) Space available in the building for storage purposes will be assigned to the Contractor for the storage of his/her bulk supplies and the equipment, which he/she will use in the performance of the work of the contract. He/she will be expected to keep this space in a neat and orderly condition. Mop buckets shall be rinsed and stored empty.
 - (b) The individual may use janitor's closet cleaner for storing mops, brooms, dust cloths, and other items. It is required that the closet and the stored equipment be kept scrupulously neat and clean to avoid fire and health hazards. Only minimum supply of paper goods can be stored at any one time due to limited space.
 - (c) Failure to keep any of the facilities described above in a condition satisfactory to the COR may result in the withdrawal of the privileges of using them, or the COR may have them cleaned and the cost of such work charged to the Contractor.
 - (d) The Government will not be responsible for damage to the Contractor's stored supplies, materials, or equipment; the supplies, materials, or equipment kept in the janitor's closets; or the Contractor's employees' personal belongings occasioned by fire, theft, accident, or otherwise.

b. **EXPLANATION OF TERMS:**

- (1) **Scrubbing:** Whenever it is stated that certain areas are to be scrubbed, unless the scrubbing is otherwise described, it is intended that it be performed by machine or by hand with a brush. The Manager or his/her designated representative will determine which method is used too satisfactory scrub the area. The area being scrubbed will be roped off and OSHA approved "Wet Floor" washing sign posted.
- (2) **Mopping:** When wet mop is referred to, it shall mean to use a mop and hot or warm water with detergent to remove

grime and dirt from the floor and then using a mop and clean water to remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry. Damp mopping is similar to wet mopping except that the amount of water in the mop shall be reduced so as to prevent the running of water where it may damage adjacent areas not intended to be wetted. NOTE: The Contractor will provide OSHA approved "Wet Floor" warning signs in all areas being mopped or waxed. Mop water may not be left in the mop bucket and shall be emptied daily.

- (3) **Floor Washing:** This technique is used at facilities where there is rubber matting. They should be washed with hot soapy water and thoroughly dried, or if the mats are removable, taken up and washed outdoors and left to dry. After they are thoroughly dry they should be reinstalled on the facility floor making sure that the floor itself is thoroughly dry.
- (4) **Stripping:** Whenever stripping is referred to, it shall mean to strip wax from floor with a suitable stripping agent using the proper stripping pads. Rinse the floor a minimum of two times using warm water and a clean mop removing all old wax and debris from the floor. After every stripping operation, when the floor is thoroughly clean and dry, a minimum of two coats of an approved floor sealer and three even coats of a heavy duty floor finish shall be applied with a clean lint free mop. The mop used for waxing must be kept very clean and used for applying wax only. Also, the mop used for rinsing floor must be kept very clean and used only for this purpose. During the stripping process, any wax residue on the baseboards shall also be removed and no wax will be allowed on the baseboards during the wax application process.
- (5) **Waxing:** Whenever waxing is referred to, it shall mean to apply a minimum of one even coat of a COR approved heavy-duty wax with a clean mop used only for this purpose. EXCEPTION: After stripping, a minimum, of three heavy coats of this wax shall be applied. NOTE: Contractor will provide OSHA approved "Wet Floor" warning signs in all areas being mopped and waxed.
- (6) **Buffing:** Whenever buffing is referred to, it shall mean to spray buff with a minimum of one heavy coat of the proper wax. A final buff shall be made with a felt pad to give a

mirror-like finish on floors. The buffing machine is required to be a high-speed high temperature machine capable of producing a high gloss shine.

- (7) **Shampoo:** Whenever shampoo is referred to, it shall mean to clean the carpets using a hot steam/extraction process. The carpet shall be vacuumed clean before shampooing. Care shall be taken to prevent saturation of carpet with water. Difficult stains and spots shall be pre-treated and cleaned by hand if necessary.

11. **SPECIFICATIONS FOR JANITORIAL SERVICES**

- a. **VACUUM CARPET:** Vacuum carpet with an industrial type vacuum cleaner. Furniture is not to be removed, but areas under bookcases, desks, etc., shall not be allowed to accumulate dust and dirt.
- b. **SHAMPOO CARPET:** Shampoo the carpet using a suitable hot steam machine and a solution of commercial carpet/rug shampoo mixed with water in the ratio recommended by the shampoo manufacturer. The carpet shall be vacuumed clean before shampooing. Care shall be taken to prevent saturation of carpet with water.
- c. **DUST/SWEEP TILE FLOOR:** Keep floors clean either by dust mop or by vacuum cleaner. Tile floors shall be cleaned with a dust attracting dust mop. Care shall be taken to keep corners and areas adjacent to furniture and equipment clean.
- d. **MOP FLOOR:** Mopping shall mean to use a mop and hot or warm water with detergent to remove grim and dirt from the floor and then using a mop with clean water, remove any dirt or detergent film from the floor so as to leave the floor free of streaks and dirt when dry.
- e. **MOP/BUFF TILE FLOOR:** Damp mop and polish the floor to remove traffic marks. Temper overall floor luster to uniform appearance.
- f. **MOP/WAX/BUFF TILE FLOOR:** Mop floors and adds wax to heavily used areas and buff to produce an even, clean and uniform appearance. Do not apply wax over soil, smudges, or other marks.
- g. **MOP/STRIP/WAX/BUFF TILE FLOOR:** Consists of planned and scheduled maintenance of floors by cleaning and removal of old

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SCHEDULE FOR JANITORIAL TASKS AND FREQUENCY	DAILY		WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
	MON-FRI	SUN-SAT	7 DAYS	14 DAYS	30 DAYS	90 DAYS	180 DAYS	365 DAYS
Floor or Urn type ash receptacles shall be screened to remove butts, etc.	X							
Mop lavatory floors with cleaner-disinfectant solution.	X							
Clean gum and other stains from floor and drain grids.	X							
Check and add soap to liquid soap dispensers in restrooms.	X							
Clean mirrors in restrooms.	X							
Sweep all tile floors using a clean dust mop.	X							
Remove any spills or unsightly spots that may be present with damp mop.	X							
Use a broom to sweep under tables, desks, workplaces.	X							
Vacuum carpet in all Administrative Offices.	X							
Empty all trash cans replacing liners.	X							
Feather dust book cases and other office furniture.	X							
Wipe clean office desks.	X							
Sweep stairs from upper elevator landing to Tower Cab.	X							
Pick up paper, cigarette butts, and other debris on lawn sidewalks and parking lot and around the building within 15 feet of entrances & sidewalks.	X							
Clean drinking fountains.	X							
Damp mop tile floors in breakroom, ready room, smoking room, elevator, and elevator lobbies.	X							
Clean and wipe all breakroom tables discarding old newspapers, magazines, and trash left on tables.		X						
Wipe breakroom counter tops with damp cloth.		X						

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SCHEDULE FOR JANITORIAL TASKS AND FREQUENCY	DAILY MON-FRI	DAILY SUN-SAT	WEEKLY 7 DAYS	BI-WEEKLY 14 DAYS	MONTHLY 30 DAYS	QUARTERLY 90 DAYS	SEMI-ANNUAL 180 DAYS	ANNUAL 365 DAYS
Empty waste receptacles in restrooms and replace liners.		X						
Replenish towels in kitchen area, towels and toilet tissue in restrooms.		X						
Vacuum carpet in Tower Cab and TRACON.		X						
Dust Tower Cab Consoles.		X						
Clean microwave ovens.		X						
Clean area under and around coffee maker(s).		X						
Damp wipe plastic and vinyl upholstered furniture and support legs.			X					
Spot wash walls/partitions around commodes and urinals in restrooms.			X					
Spot clean carpeting whenever needed in Tower Cab, TRACON, and offices.			X					
Replace urinal and commode cakes as necessary.			X					
Spray all carpet areas with anti-static solution during Nov. through Feb.			X					
Sweep outside sidewalks, patio, and landings around the building.			X					
Wash down shower stall walls with disinfectant.			X					
Clean the window sills in the tower cab with damp cloth.				X				
Dust louvers grills, vents, sills, etc. in base building/tower using vacuum.					X			
Replace can of air fresher if required.					X			
Sweep clean all steps and floor landing areas from top to bottom.					X			

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SCHEDULE FOR JANITORIAL TASKS AND FREQUENCY	DAILY		WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL
	MON-FRI	SUN-SAT	7 DAYS	14 DAYS	30 DAYS	90 DAYS	180 DAYS	365 DAYS
Replace sand in all urn style ash receptacles.					X			
Sweep clean and mop floor in Engine Generator room.					X			
Clean and polish elevator doors, panels, and metal trim.					X			
Spray a solution of diluted wax on tile floors including elevator floor.					X			
Dust and wash all walls and partitions in restrooms.						X		
Dust and spot wash all walls in hallways, landings, and stairways.						X		
Remove, wash & replace plastic air returns in all offices, conference rooms, ready rooms, breakroom and smoking room.						X		
Wash waste baskets in a solution of water & detergent.						X		
Thoroughly strip all tile floors & base boards including elevator. Seal and re wax with an approved wax.						X		
Strip bathroom floors and clean tile grout.						X		
Shampoo all carpets.							X	
Vacuum all vinyl and upholstered furniture in all offices.							X	
Mop all concrete floors and steps.							X	
Clean curtains and blinds.							X	
Wash clean all walls and partitions in corridors, landings, upper stairway, offices, restrooms, and elevator.								X
Clean all light fixtures & clean cob web or dust motes from all ceiling areas.								X

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